

**PUBLIC SPEAKING**  
**SPEECH 1315 via Internet**

**INSTRUCTOR:** M'Liss S. Hindman  
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**OFFICE HOURS:** Instructor is in her office various hours. Specific hours will be told in class as they vary from semester to semester. Appointments may be made. .  
**TEXT:** Public Speaking by Alberts, Allen, and West (CD-ROM & Web-based text) – published by Thinkwell

**COURSE OBJECTIVES:** At the completion of this course, the student should:

1. Be able to identify the potential problems when trying to communicate.
  - a. Understand and describe the basic communication process and how it works
  - b. Describe “noise” that can interfere with communication.
2. Be able to demonstrate the composition of a speech:
  - a. Determines the purpose of the speech
  - b. Select a topic and narrow it according to the purpose and to the specific audience.
  - c. Fulfill the speech purpose by researching appropriate support material, selecting an organizational pattern that is appropriate, demonstrating language usage that is appropriate, providing transitions that assist the organizational pattern of the speech and demonstrate the successful use of an appropriate introduction and conclusion.
3. Be able to perform a speech, using delivery skills suitable to the chosen topic, purpose, and audience (including vocal variety, correct articulation, appropriate American English, nonverbal communication and the use of visual aids
4. Demonstrates listening behavior on both the literal and critical levels.

**EXPECTED CLASSROOM ETIQUETTE for TJC STUDENTS:**

Tyler Junior College is committed to promoting a level of classroom etiquette conducive to maximize teaching and learning. Within this context the following etiquette is expected:

1. Attend class each time the class meets (your four required speeches.)
2. Be on time for class and remain for the entire period. You are inconsiderate of your classmates if you arrive late and leave early. (NEVER walk in during the middle of someone’s speech if you arrive late. Wait outside the door and come in between speeches!)
3. Refrain from talking while the teacher or student speaker is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your teacher and classmates.
4. Without prior approval from your instructor, do not use cell-phones, beepers, walkmans with headphones or any electronic device in class.
5. Be attentive and participate in class.

**CLASS ATTENDANCE AND MAKE UP POLICY:**

Obviously, since this is an internet class, your ‘attendance’ is not only attending the required performance days on campus, but also includes you completing your weekly assignments on a timely basis. If you have a legitimate excuse for your absence on a performance day, you should contact your lecturer by telephone, email, or leave a note at her office. Make all possible efforts to contact your instructor as soon as possible. If the instructor agrees that your absence was totally unavoidable, she will give you an excused absence. Your instructor will also work with you in making up any speech assignments that you miss within reason.

**GRADED ASSIGNMENTS FOR THE CLASS:** The following is a list of the assignments each student will be expected to complete and what they are worth toward the final grade:

Speech #1: Informative	100 points
Speech #2: Informative With a Visual Aid	100 points
Speech #3: Misc.	100 points
Speech #4: Final	100 points
Class participation (includes internet activities)	100 points
Exams: 4 tests	400 points
<b>TOTAL</b>	<b>900 points</b>

**NOTE:** *Completion of all four speeches is a requirement to pass this class.*

**MAKE-UP POLICY:** Due to time constraints, make-ups will only be allowed if:

- a. The student takes the initiative to ask the instructor for permission to do a make-up.
- b. The instructor agrees the absence or lateness was unavoidable.
- c. Sufficient class time remains for the student to do the assignment.
- d. Ten points are deducted from the grade. (This penalty may be waived by the instructor if the excuse was deemed ‘totally unavoidable.’)

**CLASS ASSIGNMENTS**

You have many options during the semester. You **MUST** do at least one speech that utilizes **visual aids** effectively and one **persuasive** speech. All other options are free to choose from.

**#1: INFORMATIVE SPEECH:** Your choice of either A, B, or C ( 2 – 4 minutes in length)

- A.** Prepare and deliver a short informative speech on a topic that requires mainly narration and description or explanation or directions.
- B.** Present a biographical sketch of a person, living or dead. Include relevant material about this individual to support your thesis. (You should get the instructor’s approval of your selected ‘person’ before you proceed with this selection.)

- C. Select an old slogan or quotation and apply it to today. Embellish upon your ideas by giving explanation and/or examples. Be sure your speech remains primarily informative by nature, but you may give as much personal opinion as desired.

**#2: INFORMATIVE SPEECH:** Your choice of either A, B, or C. (3 – 7 minutes in length) VISUAL AID required.

- A. Prepare a speech to entertain your audience. Take a situation, occasion, or topic that is familiar to both you and your audience and provide a new perspective, which lends humor to the topic. Prepare feed forward for important parts of your message to handle audience reactions. You should use visual aids if necessary or helpful.
- B. Prepare and deliver a short informative speech emphasizing explanation. Supplement your oral presentation with audio and/or visual aids.
- C. Prepare an informative speech on a technical subject. Select a serious subject of a concrete, technical nature and present the information to the audience. Visual aids will be of assistance for most subjects.

**#3: MISCELLANEOUS.** Your choice of A, B, C or D. (3 – 8 minutes in length.) Visual Aids optional.

- A. **Speech to Entertain.** (If you didn't do this one for Assignment #2)
- B. **Informative Speech with visual aid** (different from the type done for Assignment #2)
- C. **Occasional Speeches:** You may choose **3 types of special occasion speeches** and prepare 3 brief speeches. Criteria for evaluation will include the spontaneity of delivery and the originality displayed. Types of Occasional speeches include Introductions of Guest Speakers, Awards, Presentations, Toasts, Welcomes, Acceptances, Announcements, etc. **The fourth speech will be an Impromptu.** All speeches are worth a maximum of 25 points each.
- D. **Persuasive Speech:** Prepare a speech in which you attempt to persuade the audience to accept a points of view or to take actions toward which they are either apathetic or hostile. Analyze the audience carefully. The speech should contain much supporting evidence (at least three sources).

**#4: FINAL:** Persuasive (4-8 minutes) Visual Aids optional.

This is a mandatory persuasive speech containing research based on a minimum of 3 different sources. The speech may have the purpose of convincing the audience, inspiring the audience or motivating the audience to take action. (Note: The Persuasive Worksheet is required with this speech and is a separate graded assignment.)

**PERSUASIVE WORKSHEET:** A worksheet will be posted on the class website. Students will be expected to complete it about their final persuasive speech. The worksheet follows Monroe's Motivated Sequence and insures that students will follow and understand the methods of motivating an audience persuasively. The completion of this worksheet is worth 25 of the Class Participation/Weekly Activities' points.

**EXAMS:** The exams will cover material from the lecture notes posted on the website, handouts posted on the website, and the assigned chapters from the text. A thorough review will be posted on the website prior to each exam. Note: Exams are taken on the Thinkwell website, not WebCt. That link is [www.thinkwell.com](http://www.thinkwell.com)

**CLASS PARTICIPATION:** All students are expected to take an active part in their learning in this course. **Various exercises** will be assigned on a weekly basis. Each student is expected to complete the exercises and post their results or answers when assigned to do so either by posting on the **Assignment feature** of WebCT, **Email in WebCT** or on the **Discussion** listing of WebCT. Students may participate in the **Discussions** on line whenever they are inclined to do so. Completion of these activities will be taken into consideration when the instructor assigns the final 'class participation' grade for the semester.